STETSON
CONVENTION SERVICES
SUSTAINABLY PRODUCED EXPOSITIONS

Dear AMS 2013 Exhibitor:

STETSON CONVENTION SERVICES, INC. (SCS) is pleased to be your Official Service Contractor for the American Musicological Society Expo on November 7-10 at the Wyndham Grand Pittsburgh. Please read the enclosed rules and regulations as well as the terms and conditions to ensure a successful and enjoyable show. Also enclosed are equipment rental and service order forms for your information and use. See below for navigation tools. If you have any questions or require an item not included in this manual, please contact SCS Exhibitor Services. We look forward to working with you.

Exhibitor Services
exhibitorservices@stetsonexpo.com

Looking to "green" your booth? Follow the SEED to find environmental products throughout the SCS manual.

SHOW INFORMATION
- Show Contact List
- Important Dates & Booth Equipment
- Show Site Work Rules

PAYMENT TERMS & CONDITIONS
- Terms & Conditions
- Payment Authorization Form
- Conditions for EAC
- 3rd Party Authorization Form

RENTAL ORDER FORMS (these items will be processed pre-show)
- General FAQs
- Furniture Order Form
- Accessory Order Form
- Carpet Order Form
- Cleaning Order Form
- Floral Order Form
- Display Order Form

SERVICE ORDER FORMS (these items are an estimate and will be processed at show site)
- Signage Order Form
- Labor Order Form

FREIGHT HANDLING (these items are an estimate and will be processed at show site)
- Drayage Services & Guidelines
- Freight Handling Terms
- Freight Handling FAQs
- Freight Handling Estimation
- Outbound Shipping / Bill of Lading
- Warehouse Shipping Labels
- Show Site Shipping Labels
- Shipping with ADCOM Worldwide

FACILITY PROVIDED SERVICES
- Electric Order Form
- Internet Order Form
- Telecommunications Order Form
- AV Order Form
- Credit Card Authorization Form

OTHER FORMS
- Custom Furnishings - please call our office for ordering information

2900 Stayton St.
Pittsburgh, PA 15212
P| 412.223.1090
F| 412.223.1094
www.stetsonexpo.com

EVENT DATES:
NOVEMBER 7-10, 2013

OFFICIAL SERVICE CONTRACTOR:

Stetson Convention Services
2900 Stayton Street
Pittsburgh, PA 15212
Phone: (412) 223-1090
Fax: (412) 223-1094
exhibitorservices@stetsonexpo.com
www.stetsonexpo.com

FACILITY:

Wyndham Grand Pittsburgh
600 Commonwealth Place
Pittsburgh, PA 15222

PREFERRED CARRIER:

ADCOM Worldwide
(800) 486-7447
exhibitors@adcomworldwide.com
www.adcomworldwide.com

SHIPPING EXHIBITION MATERIALS:

ADVANCE TO WAREHOUSE:
Exhibit Company Name, Booth #
Stetson Convention Services
2900 Stayton St.
Pittsburgh, PA 15212

DIRECT TO SHOW SITE:
Exhibit Company Name, Booth #
Stetson Convention Services
c/o Wyndham Grand Pittsburgh
600 Commonwealth Place
Pittsburgh, PA 15222

UTILITIES:

Please mail or fax these forms directly to the address listed on the form. Order forms are located in the back of this service manual.

WAYS TO ORDER: Be sure to include show name, exhibiting name and booth number with all orders.

By Credit Card
Fax: (412) 223-1094
exhibitorservices@stetsonexpo.com

By Check
Stetson Convention Services
Exhibitor Services
2900 Stayton Street
Pittsburgh, PA 15212

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IMPORTANT DATES:

Stetson Discount Deadline **Please refer to Facility Order Forms for their discount deadline**	Friday, October 25	Payment authorization must accompany order to receive discount pricing, all orders submitted after this date will be charged at the standard rate
Warehouse Receiving **Any materials received outside of these dates will incur a 25% surcharge per CWT**	Monday, October 7 to Friday, November 1	M-F 9:00am to 4:00pm If your items will arrive after the deadline, please notify Stetson of the shipment tracking numbers and piece count to ensure these items will be delivered in time to be loaded
Exhibitor Move-in/Show Site Receiving **All shipments must arrive during these times to avoid surcharges or possible shipment refusal**	Thursday, November 7	8:00am to 1:00pm
Show Hours	Thursday, November 7 Friday, November 8 Saturday, November 9 Sunday, November 10	1:00pm to 6:00pm 8:30pm to 6:00pm 8:30pm to 6:00pm 8:30pm to 12:00pm
Exhibitor Move-out	Sunday, November 10	12:00pm to 4:00pm
Carrier Check-in Deadline **All shipments left on the floor will be forced onto SCS' onsite carrier**	Sunday, November 10	3:00pm (FedEx and UPS do not pick up on Sunday)

BOOTH EQUIPMENT:

Show Colors	
8' Back drape	Burgundy/Ivory
3' Side drape	Burgundy

Booth Furnishings
6' x 30" Skirted Table - Burgundy
2 Folding Chairs
Wastebasket
Booth ID Sign

*The hotel ballroom is carpeted in maroon and gold. If you wish to order carpet, please see page 13

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Union jurisdictions apply for various unions working within the **Wyndham Grand Hotel**. Please review each section, and should you have any additional questions, please call **STETSON EXHIBITOR SERVICES** at 412.223.1090.

INSTALLATION & DISMANTLING:

The **Carpenters Union** handles the installation and dismantle of display units and exhibit booths. Exhibitors requiring labor services can complete the enclosed **LABOR ORDER FORM**.

If the individuals performing the installation work are employees of an official display house, proper insurance documentation and notification in writing must be mailed to Stetson Convention Services 30 days prior to event move-in including show name and exhibiting company.

HOURS:			
	Straight time:	Monday through Friday	8:00 am to 4:30 pm
	Overtime:	Monday through Friday	4:31 pm to 7:59 am
		Saturday	12:00 am to 11:59 pm
	Double time:	Sunday and Holidays	12:00 am to 11:59 pm

CARPENTERS: Carpeting: Exhibitor owned carpet must be installed by the Carpenters Union.

Displays (without tools): Exhibitors may install and dismantle their own displays that do not require the use of any battery and/or electric tools. Pop up displays may be installed by exhibitors, provided they do not exceed a 10'x 10' booth or work does not exceed 30 minutes. Only full-time exhibiting personnel may be used to install and remove displays.

Displays (with tools): Any exhibits that require the use of battery and/or electric tools, ladders or staple guns in the assembly must be performed by union personnel. Rates are indicated on the **LABOR ORDER FORM**.

SHIPPING AND FREIGHT HANDLING:

The **WYNDHAM** **does not** receive or store Exhibitor freight. Exhibitors are permitted to bring in materials through the front doors of the hotel. Any deliveries to the dock area must be handles by SCS and freight handling charges will be applicable. SCS will unload all vehicles, deliver materials to your booth, remove empties and reload at the close of the show. Please see the enclosed shipping instructions for more information.

TEAMSTERS: Hand-Carry Items: Exhibitors are permitted to bring in materials through the front doors of the hotel. Any deliveries to the dock area must be handled by the Teamsters Union.

Freight Shipments: All freight shipped either in advance or to show site via a common carrier, van line, private carrier, and/or air freight must be handled by union personnel. Rates are listed on the **FREIGHT HANDLING ORDER FORM**.

ELECTRICAL WORKERS UNION: All booth electrical work must be performed by the Electrical Workers Union. Please see enclosed **ELECTRICAL ORDER FORM**.

PLUMBERS UNION: All air, water and gas work must be performed by the Plumbers Union.

MISCELLANEOUS:

- Exhibitors are allowed to do technical work on their machines such as fine line balancing, programming and cleaning.
- All carpet vacuuming must be performed by **STETSON** personnel.
- If you encounter any difficulty with any laborer or if you are not satisfied with the work performed, please bring this to the attention of SCS at show site immediately. Please refrain from voicing complaints directly to craft personnel.

Please read carefully: The following Terms & Conditions define the respective parties' responsibilities of the contractual agreement between Stetson Convention Services, Inc. (SCS) and you, the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- Signature of the Payment Authorization Form or
- An order for labor, services, and/or rental equipment is placed by an Exhibitor with SCS or
- Work is performed on behalf of Exhibitor by labor secured through SCS

DEFINITIONS:
The name Stetson Convention Services, Inc. shall be construed within the meaning of this contract as Stetson Convention Services, Inc. (SCS), and their employees, officers, agents and assigns, affiliated companies and related entities including but not limited to any subcontractors SCS may appoint. The term Exhibitor shall be construed within the meaning of this contract as the EXHIBITOR and/or its employees, agents, representatives and/or any Exhibitor Appointed Contractor (EAC).

PAYMENT TERMS:
Full payment, including any applicable tax, is due in advance or at show site. A $25.00 administrative fee will be applied to any refund based on overpayment of check. All payments must be in U.S. funds and all checks must be drawn on a U.S. Bank. Orders received without advance payment or after the deadline date will incur additional (standard) charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of SCS except where specifically identified as a sale. All SCS rentals include delivery, installation and removal from Exhibitor's booth. In case of cancellation, a one hour "per person, per hour" charge will be applied to all labor orders that are not cancelled in writing at least 24 hours prior to the scheduled start time. If services have already been provided at the time of cancellation, a 100% cancellation fee will be applied to all SCS rental items. It is Exhibitor's responsibility to advise SCS personnel of any problem with any orders and to check invoices for accuracy prior to the close of the exhibit. If Exhibitor is exempt from payment of sales tax, SCS requires an exemptions certificate for the state in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For International Exhibitors, SCS requires 100% prepayment of advance orders; any orders or services placed at show site must be paid at the show. For all others should there be any pre-approved unpaid balance after the close of the show, terms will be net 15 due and payable in Pittsburgh, Pa upon receipt of invoice. Effective 15 days after invoice date, any unpaid balance will bear a Finance Charge at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an Annual Percentage Rate of 18% and future orders will be on a pre-paid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by SCS shall either be applied to reduce the principal unpaid balance or be refunded to the payer. These payment Terms & Conditions shall be governed by and construed in accordance with the Laws of the State of Pennsylvania. In the event of any dispute between Exhibitor and SCS relative to any loss, damage or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to SCS for its services as an offset against the amount of any alleged loss or damage. Any claim against SCS shall be considered a separate transaction and shall be resolved on its own merits. SCS reserves the right to charge Exhibitor for the difference between the Exhibitor's estimate of charges and the actual charges incurred by Exhibitor, or for any charges that SCS may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, SCS hereby provides notice that it reserves the right, and Exhibitor authorized SCS, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on Exhibitor's account.

LABOR TERMS & CONDITIONS RESPONSIBILITY AND INDEMNIFICATION

LABOR UNDER THE SUPERVISION OF STETSON CONVENTION SERVICES, INC:
SCS will be responsible for the performance of labor provided under this option. SCS does not assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under SCS' direct supervision and control. In no event shall SCS be liable for loss or damage caused by delay in labor beginning work when Exhibitor request labor to begin later than the start of the working day. SCS shall not be responsible for loss, delay or damage due to strike, lockouts and/or work stoppages, or other causes beyond SCS' reasonable control. SCS agrees to indemnify, hold harmless and defend Exhibitor from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments and expenses (including but not limited to reasonable attorney's fees and investigation costs) for bodily injury, including any injury to SCS' employees, or property damage arising out of work performed by labor provided and supervised by SCS, except when Exhibitor exercises direction and/or control over the work being performed.

LABOR UNDER THE SUPERVISION OF EXHIBITOR:
Exhibitor shall be responsible for the performance of labor provided under this option. It is the responsibility of Exhibitor to supervise labor secured through SCS in a reasonable manner as to prevent bodily injury and/or Property damage and also to direct them to work in a manner that is in compliance with SCS' Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of Exhibitor to check in with the SCS Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed. Exhibitor agrees to indemnify, hold harmless and defend SCS from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to SCS employees, and/or property damage arising out of work performed by labor provided by SCS but supervised by Exhibitor. Further, the Exhibitor's indemnification of SCS includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by SCS to work in a manner that violates any of the above rules, regulations and/or ordinances.

FREIGHT HANDLING TERMS & CONDITIONS

1. SCS and its subcontractors shall not be liable for damage, loss or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means.
2. Relative to **inbound shipment(s)**, there may be a lapse of time between the delivery of shipment(s) to the booth by SCS or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to **outgoing shipment(s)**, it is possible that there will be a lapse of time between the completion of packing and the actual pickup of freight from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that SCS and its subcontractors are not liable for the loss of, disappearance of or damage to Exhibitor's freight after the same has been delivered to Exhibitor's booth, nor are SCS and its subcontractors liable for Exhibitor's freight before it is picked up form the Exhibitor's booth for loading after the show. Consequently, all bills of lading covering outgoing shipment(s) submitted to SCS or its subcontractors by Exhibitor will be checked at the time of pickup from the booth and corrected where discrepancies exist.
3. SCS and its subcontractors shall not be liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless 14 days advance notice has been given to SCS in time to obtain the proper equipment.
4. SCS and its subcontractors shall not be liable for any loss, delay or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including but without limitation to, strikes, labor disputes, lockouts or work stoppages of any kind, fire theft, windstorm, water, vandalism, acts of God, mysterious failure of power or utilities and other events of force of nature.
5. SCS and its subcontractors shall not be liable for ordinary wear and tear in handling of equipment.
6. It is understood that SCS and its subcontractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by SCS hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that SCS and its subcontractors do not provide for full liability should loss or damage occur. In the event that SCS or its subcontractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to $.10 per pound per article, with a maximum liability of $50.00 per item or $1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to Exhibitors or from negligence, active or otherwise, by SCS, its subcontractors or their employees.
7. Be sure your freight is insured from the time it leaves your firm until it is returned after the show. It is suggested that Exhibitors arrange all risk coverage. This can usually be done by riders to existing policies. Contact your insurance representative. Be sure your liability insurance is in effect during transit and return of your freight, during storage and at show site.
8. SCS and its subcontractors shall not be liable to any extent whatsoever for indirect, special, incidental, or consequential damages, including but not limited to, delay any actual, potential or assumed loss of profits or revenues, loss of use of equipment or products or any collateral costs that may result from any loss, injury or damage to Exhibitor's materials or exhibitor personnel, which may make it impossible or impractical to exhibit the Exhibitor's materials.
9. Claims for loss or damage must be submitted to SCS immediately at show site, and in any case not later than thirty (30) business days after the conclusion of the event. Any and all claims reported after thirty (30) days will be rejected. No suit or action shall be brought against SCS or its subcontractors more than one year after the cause of action accrues.
10. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that SCS and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of SCS or its subcontractors shall sign a delivery receipt, bill of lading or other document, the parties agree that SCS or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.
11. SCS and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills, such as UPS, FedEx, DHL or van lines. Such shipments will be delivered to booth without guarantee of piece count or condition.
12. Empty container labels will be available at the SCS Exhibitor Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY. SCS assumes no responsibility for error in preceding procedures, removal of containers with old empty labels and without SCS labels or improper information on labels. SCS and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.
13. In order to expedite removal of freight from the show site, SCS shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, freight will be taken to a warehouse to await Exhibitor's shipping instructions, and the Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. SCS assumes no liability as a result of such rerouting or handling.
14. The Exhibitor agrees, in the event of a dispute with SCS or its subcontractors relative to any loss or damage to any of the Exhibitor's freight or equipment, that the Exhibitor will not withhold payment in any amount due to SCS for freight handling services or any other services provided by SCS or its subcontractors as an offset against the amount of the alleged loss of damage. Instead, the Exhibitor agrees to pay SCS prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against SCS or its subcontractors shall be pursued independently by the Exhibitor as completely separate.

The placing of an order for the services of tradesmen and women and the use of equipment by an Exhibitor or any agent of the Exhibitor shall be construed as an offer subject to acceptance and approval of SCS in its sole discretion. Upon SCS' written acceptance and approval, the Exhibitor and its agents shall be bound by the terms and conditions set forth in Sections 1 through 14 above. Likewise, once SCS has accepted and approved the Exhibitor's offer, any shipper consigning or delivering a shipment to SCS or its subcontractors on behalf of Exhibitor shall be bound by the terms and conditions set forth in Sections 1 through 14 above.

2900 Stayton St.
Pittsburgh, PA 15212
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F| 412.223.1094
www.stetsonexpo.com

DISCOUNT DEADLINE:
FRIDAY, OCTOBER 25

EXHIBIT COMPANY NAME BOOTH #

EXHIBITOR ADDRESS

CITY/STATE/ZIP EMAIL

PHONE EXT. FAX

▶ORDERED BY PRINT NAME DATE

Signature denotes acceptance of all Terms & Conditions included in Exhibitor Service Manual

PAYMENT POLICIES

- **ORDERS:** These may be placed by fax or (e)mail, Email orders to SCS at exhibitorservices@stetsonexpo.com.
- **PAYMENT FOR SERVICES:** SCS requires payment in full at the time services are ordered. A credit card is required at time of initial order for freight handling and labor orders. A $25 administrative fee will be added to overpayments by check or switching credit cards on file.
- **DISCOUNT PRICES:** To qualify, orders must be received with payment on or before Discount Deadline date. Orders cancelled after this date will receive a 50% refund.
- **REFUNDS**: None will be processed until show has closed.
- **THIRD PARTY BILLING:** Each exhibiting firm is responsible for all charges incurred on its behalf. See Third Party Billing Request form.
- **ADJUSTMENTS/CANCELLATIONS:** No adjustments or credits to invoices will be given after the close of event for items or services ordered, but not received.
- **BANK TRANSFER:** Call to set up.
- **ORDER CONFIRMATION**: Email will be sent within 48 hours.

SUMMARY OF ORDER

FURNITURE $_____

ACCESSORIES $_____

CARPET $_____

CLEANING $_____

FLORAL $_____

DISPLAY/SIGNAGE/AV $_____

PRE-SHOW TOTAL $_____

LABOR (ESTIMATE) $_____

FREIGHT HANDLING (EST.) $_____

EST. TOTAL DUE $_____

GRAND TOTAL DUE $_____

METHOD OF PAYMENT: We will use this authorization to charge your credit card account for your advance order and any additional orders incurred as a result of show site orders placed by your representative or freight received and handled by Stetson. You may choose to pay by credit card, check or wire transfer, however, we require a credit card on file.

❑ MasterCard ❑ Visa ❑ American Express ❑ Discover

Account Number _____ _____ _____ _____ Exp. Date ___/___

❑ Personal Credit Card ❑ Company Credit Card ❑ Check (credit card will be run if check not received by discount deadline)

CARDHOLDER NAME (PRINT)

CARDHOLDER BILLING ADDRESS

CITY/STATE/ZIP

EMAIL ADDRESS FOR INVOICE NOTIFICATION

▶CARDHOLDER SIGNATURE

❑ Please check here if you are tax exempt, and please include a copy of your exemption certificate.

SCS Federal Tax ID Number 25-1779096

PAYMENT AUTHORIZATION

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OFFICIAL SERVICE CONTRACTORS & EXHIBITOR APPOINTED CONTRACTORS

OFFICIAL SERVICE CONTRACTORS:
Show Management, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed SCS to perform and provide necessary services and equipment, SCS is appointed to:

- Assure the orderly and efficient installation and removal of the overall exposition.
- Ensure the distribution of labor to all Exhibitors according to need.
- Provide sufficient labor to satisfy the requirements of Exhibitors, and for the exposition itself.
- See that the proper type and limits of insurance are in force.
- Avoid any conflict with local union and/or exhibit hall regulations and requirements.

EXHIBITOR APPOINTED CONTRACTORS:
Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

- The Exhibitor must notify Show Management and SCS in writing of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnishing the name, address and telephone number of the firm.
- The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has proper certificate of insurance with a minimum of $1,000,000 liability coverage, including property damage, to show management and SCS at least 10 days before the show opening.
- Any Exhibitor who does not have a certificate of insurance on file in the SCS office 10 days prior to the show will be automatically assessed a $200 fee, which will be charged against their security deposit.
- The Exhibitor agrees that he/she is ultimately responsible for all services in connection with his/her exhibit, including freight, drayage, rentals and labor.
- The Exhibitor Appointed Contractor must provide a certificate of insurance with at least the following limits: 1.) Comprehensive General Liability not less than $2,000,000 with respect to injuries to any one person in an occurrence. 2.) $2,000,000 with respect to injuries to more than one person in any occurrence. 3.) Workers' Compensation insurance including employee liability coverage, in a minimum amount not less than $1,000,000 of individual and/or aggregate coverage. 4.) Stetson Convention Services must be named as an additional insured.
- The Exhibitor Appointed Contractor must agree to abide by all rules and regulations of the show, including all union rules and regulations.
- The Exhibitor Appointed Contractor must have all business licenses, permits and Workers' Compensation insurance required by state and city governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance.
- The Exhibitor Appointed Contractor will share with SCS all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.
- The Exhibitor Appointed Contractor must furnish Show Management and SCS with the names of all onsite employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.
- The Exhibitor Appointed Contractor shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the floor.
- The Exhibitor Appointed Contractor must confine its operations to the client's exhibit area. No service desks, storage areas or other work facilities will be located anywhere in the building. Show aisles and public space are not a part of the Exhibitor's booth space.
- The Exhibitor Appointed Contractor shall provide, if requested, evidence to SCS that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
- The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, SCS. The Exhibitor Appointed Contractor must coordinate all of its activities with SCS. For services such as electrical, plumbing, telephone, cleaning and drayage, no contractor other than the Official Service Contractors will be approved. This regulation is necessary because of licensing, insurance and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.

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FOR USE OF AN EXHIBITOR APPOINTED CONTRACTOR:

A non-official contractor is a company other than the official contractors listed in the Exhibitor Service Manual that provides a service (display and installation, florist, photography, audio visual and other related services) and needs access to your booth during the installation and dismantling.

Due to the necessity of coordination all activities during the move-in and for security purposes, exhibitors who choose to use these contractors must complete this form, comply with all rules and regulations (listed on previous page) and supply Stetson Convention Services with all necessary information by the discount price deadline date indicated above.

This form will only be accepted if filled out by an authorized representative of the exhibiting company and the authorized 3rd party. Listed on previous page of this form are the rules and regulations regarding non-official contractors. Everyone must abide by these rules, which are accepted industry rules that were drafted by the International Association of Exhibitions and Events.

NOTICE OF INTENT TO USE EXHIBITOR APPOINTED CONTRACTOR

"We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges and agree to be bound by all Terms & Conditions in this service manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party."

*This portion to be filled out by exhibiting company

EXHIBIT COMPANY NAME _____ BOOTH # _____

EXHIBIT ADDRESS _____

CITY/STATE/ZIP _____ EMAIL _____

PHONE _____ EXT. _____ FAX _____

▶EXHIBITOR SIGNATURE _____ PRINT NAME _____

EXHIBITING COMPANY INFORMATION: SCS will agree to third party payment arrangements provided the following are met—

- Third party must have a satisfactory payment record with Stetson Convention Services.
- This form must be fully completed prior to the discount price deadline date.
- Third Party and exhibiting company are subject to all of the Terms & Conditions as included in the Exhibitor Service Manual
- It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges.
- All SCS services will be invoiced to the third party unless otherwise indicated by third party.

*This portion to be filled out by third party company

☐ All Services
☐ I&D Labor/Supervision
☐ Freight Handling/In & Out
☐ Booth Cleaning
☐ Rental Furniture/Carpet
☐ Signage/Graphics

METHOD OF PAYMENT: We will use this authorization to charge your credit card account for your advance order and any additional orders incurred as a result of show site orders placed by your representative or freight received and handled by Stetson. You may choose to pay by credit card, check or wire transfer, however, we require a credit card on file.

❑ MasterCard ❑ Visa ❑ American Express ❑ Discover

Account Number _____ _____ _____ _____ Exp. Date ___/___

❑ Personal Credit Card ❑ Company Credit Card ❑ Check (credit card will be run if check not received by discount deadline)

CARDHOLDER NAME (PRINT) _____ ▶CARDHOLDER SIGNATURE _____

CARDHOLDER BILLING ADDRESS _____

CITY/STATE/ZIP _____

THIRD PARTY COMPANY NAME _____ EMAIL _____

THIRD PARTY ADDRESS _____

PHONE _____ EXT. _____ FAX _____

SIGNATURE DENOTES AGREEMENT THAT 3RD PARTY IS SUBJECT TO TERMS & CONDITIONS AS OUTLINED IN THE EXHIBITOR SERVICE MANUAL.

CONDITIONS FOR EAC / EAC PAYMENT

2900 Stayton St.
Pittsburgh, PA 15212
P| 412.223.1090
F| 412.223.1094
www.stetsonexpo.com

EVENT DATES:
NOVEMBER 7-10, 2013

GENERAL FAQS

CAN I SUBSTITUTE MY TABLE INCLUDED IN THE BOOTH PACKAGE FOR ANOTHER TABLE?

- We define your booth package furnishings with show management. If an exhibitor wishes to have something other than what is included, they must order and pay for it in full. This includes a different table skirting color as well.

SHOULD I TELL YOU IF I DON'T WANT THE BOOTH PACKAGE FURNISHINGS IN MY BOOTH?

- Once at show site, you can place the unwanted furnishings into the aisle and someone will come by to pick them up for you.

ARE RENTAL PRICES PER DAY?

- No. Rental prices are applicable for the duration of the show. The only price that is per day is cleaning (see cleaning order form).

WHAT HAPPENS IF I FORGET TO CHOOSE A SKIRT COLOR FOR MY TABLE?

- SCS will first contact exhibitors for their preference. If we don't hear back from you, the show color will be chosen.

WHAT CHAIRS WILL FIT UNDER THE 40" HIGH TABLES?

- The upholstered stools fit under the counter-height, 40" high tables.

WILL 9' x 10' CARPET FIT IN MY 10' x 10' BOOTH?

- Yes. It is typical in the trade show industry to leave a small gap in the back of a booth for any electrical cords, telephone cords, etc. This gap will be covered by the 8' high drape in the back of your booth.

CAN I ORDER 2 - 9' x 20' CARPETS FOR MY 20' x 20" ISLAND BOOTH?

- Although the gap in a 10' x 10' booth is no problem, a gap in an island booth is a gap that can be seen. Aisle carpet will line the perimeter of your booth. The 9' carpets are meant to line up with the aisle carpet. This would leave a 2' gap down the center of your island booth. For an island booth, you must order special cut and lay carpet.

AM I ALLOWED TO BRING MY OWN FURNITURE OR CARPET?

- Yes this is allowed. Please be aware though that freight handling charges will be applicable. Please consider what will be most cost effective for you and your company.

MY BOOTH IS DIRTY FROM MOVING IN—WILL SCS CLEAN IT?

- Carpet is clean when installed. If it needs to be vacuumed from move-in, exhibitors are able to order opening day only cleaning or daily booth cleaning.

MY BOOTH IS TOO COMPLICATED/FRAGILE FOR UNION MEMBERS TO HANDLE—CAN WE WORK SOMETHING OUT?

- Exhibitors are more than welcome to supervise and work along with the union staff. The union members are working with trade show displays often and are familiar with installing and dismantling. If you are unhappy with the workers provided, please see the SCS service desk immediately.

DO I HAVE TO HIRE UNION LABOR IF A DISPLAY HOUSE IS HANDLING MY INSTALLATION AND DISMANTLE?

- Your display house is required to use the same union that has jurisdiction at the show facility. The display house should be aware of this, but it would be smart to double check with your appointed display house to ensure a smooth move in.

WHAT IF I NEED TO LEAVE BEFORE MY EMPTIES RETURN?

- You can order Stetson supervised dismantle labor at the SCS service desk. Please leave all dismantle and outbound shipping information and be sure you have a credit card on file. Stetson will dismantle, pack up and ship out your booth materials for you.

WHEN WILL MY CREDIT CARD BE CHARGED?

- Throughout the show process, there is a possibility of 3 charges: pre-show, show, and post-show. Pre-show charges will include all tangible items ordered (tables, chairs, carpet, etc.). Show charges include show site orders, installation labor and freight handling. Post-show charges will include dismantle labor and any charges incurred from the move-out of the show.

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DISCOUNT DEADLINE:
FRIDAY, OCTOBER 25

	SKIRTED TABLES All tables are 24" wide—skirted on 3 sides	DISCOUNT PRICE	STANDARD PRICE
	4' L x 30" H TABLE	$75.00	$90.00
	6' L x 30" H TABLE	$85.00	$100.00
	8' L x 30" H TABLE	$95.00	$110.00
	36" ROUND—30" H	$65.00	$80.00
	4th side skirt OR change pkg color	$40.00	$50.00

	COUNTER HEIGHT SKIRTED TABLES All tables are 24" wide—skirted on 3 sides	DISCOUNT PRICE	STANDARD PRICE
	4' L x 40" H TABLE	$90.00	$110.00
	6' L x 40" H TABLE	$100.00	$120.00
	8' L x 40" H TABLE	$110.00	$130.00
	36" ROUND—40" H	$80.00	$95.00
	4th side skirt OR change pkg color	$50.00	$60.00

Table top covered in compostable vinyl alternative. Please select skirt color—If no color is indicated, show color will be selected by SCS

☐ **BLACK** ☐ **BLUE** ☐ **BURGUNDY** ☐ **GREEN** ☐ **GOLD** ☐ **RED** ☐ **SILVER** ☐ **TEAL** ☐ **WHITE** ☐ **WILLOW**

	UNSKIRTED TABLES All tables are 24" wide	DISCOUNT PRICE	STANDARD PRICE
	4' L x 30" H TABLE	$40.00	$60.00
	6' L x 30" H TABLE	$50.00	$70.00
	8' L x 30" H TABLE	$60.00	$80.00

	COUNTER HEIGHT UNSKIRTED All tables are 24" wide	DISCOUNT PRICE	STANDARD PRICE
	4' L x 40" H TABLE	$50.00	$70.00
	6' L x 40" H TABLE	$60.00	$80.00
	8' L x 40" H TABLE	$70.00	$90.00

	PEDESTAL TABLES Formica Topped Cocktail Tables	DISCOUNT PRICE	STANDARD PRICE
	30" ROUND—30" H	$75.00	$95.00
	30" ROUND—40" H	$95.00	$115.00

	SPECIALTY DRAPE Select color below	DISCOUNT PRICE	STANDARD PRICE
	3' SPECIALTY SIDE DRAPE PER LN. FT.	$15.00	$20.00
	8' SPECIALTY BACK DRAPE PER LN. FT.	$20.00	$30.00

	CHAIRS AND SEATING	DISCOUNT PRICE	STANDARD PRICE
	FOLDING CHAIR	$45.00	$55.00
	UPHOLSTERED ARM CHAIR—GRAY	$55.00	$65.00
	PLASTIC CONTOUR CHAIR—MAROON	$60.00	$70.00
	UPHOLSTERED STOOL/CT. HEIGHT	$65.00	$75.00
	SWIVEL DESK CHAIR—ARMLESS	$70.00	$80.00
	SWIVEL DESK CHAIR—WITH ARMS	$80.00	$90.00
	PARK BENCH	$85.00	$95.00

Indicate drape preference:
If no color is indicated, show color will be selected by SCS
BLACK BLUE BURGUNDY GOLD RED SILVER TEAL WHITE WILLOW

	TABLE RISERS–WOOD	DISCOUNT PRICE	STANDARD PRICE
	4' TABLE TOP RISER	$40.00	$50.00
	6' TABLE TOP RISER	$50.00	$60.00
	8' TABLE TOP RISER	$60.00	$70.00
	DRAPE FOR RISERS (select color above)	$20.00	$30.00

- Items cancelled after Discount Price Deadline will receive a 50% refund. No refunds will be granted to any items cancelled at Show Site.
- Signature denotes acceptance of Terms & Conditions.
- Payment authorization is required with all orders. Payment received after discount deadline will be charged at the standard rate.

TOTAL OF ALL ITEMS ORDERED + 7% SALES TAX: $_____

EXHIBIT COMPANY NAME _____ BOOTH # _____

EXHIBITOR ADDRESS _____

CITY/STATE/ZIP _____ EMAIL _____

PHONE _____ EXT. _____ FAX _____

EXHIBITOR SIGNATURE _____ PRINT NAME _____

All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.

FURNITURE ORDER FORM

2900 Stayton St.
Pittsburgh, PA 15212
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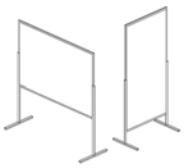
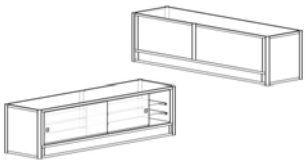
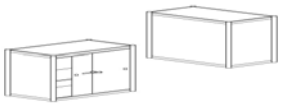
www.stetsonexpo.com

DISCOUNT DEADLINE:
FRIDAY, OCTOBER 25

POSTER BOARD	METER BOARD	SIGN HOLDER	BAG HOLDER
			

LIGHTED DISPLAY CASE FULL VISION WITH 2 SHELVES	COUNTERS: LOCKS AVAILABLE AVAILABLE IN WHITE			
		1. COUNTER: 1 METER X 1/2 M X 36" H	$320.00	$420.00
		2. COUNTER: 1 METER X 1/2 M X 42" H	$340.00	$440.00
		3. COUNTER: 2 METER X 1/2 M X 36" H	$440.00	$540.00
		4. COUNTER: 2 METER X 1/2 M X 40" H	$480.00	$580.00

ACCESSORIES	QTY.	DISCOUNT PRICE	STANDARD PRICE	TOTAL
COUNTERS (SEE ABOVE) 1. 2. 3. 4.		See above	See above	
WASTEBASKET		$15.00	$25.00	
EASEL		$40.00	$50.00	
LITERATURE RACK		$75.00	$85.00	
FISH BOWL		$15.00	$25.00	
ROPE—7 FT. SECTIONS		$30.00	$40.00	
STANCHION		$30.00	$40.00	
GARMENT RACK		$80.00	$100.00	
BAG HOLDER		$80.00	$100.00	
22" X 28" SIGN HOLDER		$60.00	$90.00	
METER BOARD: 1 METER X 8' H (86" x 37.5" usable space)		$180.00	$280.00	
*PEG BOARD (91" x 44.5" usable space)	H V	$150.00	$175.00	
*POSTER BOARD (91" x 44.5" usable space)	H V	$150.00	$175.00	
DISPLAY CASE: 48" L X 18" W X 38" H		$350.00	$500.00	

*PLEASE CIRCLE FOR HORIZONTAL OR VERTICAL

TOTAL OF ALL ITEMS ORDERED + 7% SALES TAX: $_____

**All items are RENTAL ONLY. Full price will be charged for items not returned.*

EXHIBIT COMPANY NAME _____ BOOTH # _____

EXHIBITOR ADDRESS _____

CITY/STATE/ZIP _____ EMAIL _____

PHONE _____ EXT. _____ FAX _____

EXHIBITOR SIGNATURE _____ PRINT NAME _____

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ACCESSORY ORDER FORM

2900 Stayton St.
Pittsburgh, PA 15212
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DISCOUNT DEADLINE:
FRIDAY, OCTOBER 25

ENVIRONMENTAL BOOTH CARPET: Constructed of 100% EcoSolution Q ®, type 6 solution dyed yarn fully recyclable into more fiber and backing -13 oz.

QTY.	STANDARD SIZES: WILL COVER 10' X 10' SPACE	DISCOUNT PRICE	STANDARD PRICE	TOTAL	COLOR
	9' x 10' BOOTH CARPET	$130.00	$175.00		☐ BLUE ☐ BLACK ☐ GRAY ☐ GREEN ☐ RED ☐ WILLOW
	9' x 20' BOOTH CARPET	$230.00	$275.00		
	9' x 30' BOOTH CARPET	$330.00	$375.00		
	9' x 40' BOOTH CARPET	$430.00	$475.00		

SPECIAL CUT CARPETING/COMPLETE EXHIBIT AREA CARPET—100 square feet minimum, per square foot

SPECIAL CUT & LAY: INCLUDES SEAMING & SPECIAL CUTTING (ALL ISLAND BOOTHS WILL NEED TO ORDER TO AVOID GAPS) BOOTH SIZE _____ x _____ = _____	DISCOUNT PRICE $2.75 psf	STANDARD PRICE $3.75 psf	TOTAL	*Select Color Above

PLUSH CARPET—100 square feet minimum, per square foot—28 oz.

PLUSH CARPET: ORDERS MUST BE RECEIVED 30 DAYS PRIOR TO MOVE IN TO GUARANTEE AVAILABILITY. NO REFUNDS. BOOTH SIZE _____ x _____ = _____	DISCOUNT PRICE $2.75 psf	STANDARD PRICE $3.75 psf	TOTAL	☐ BLUE ☐ EBONY ☐ MIST GRAY ☐ FOREST GREEN ☐ CHERRY RED

PADDING AND VISQUEEN PROTECTION 100 square feet minimum, Felt used for padding is 100% recyclable	DISCOUNT PRICE	STANDARD PRICE	TOTAL
CARPET PADDING—PER SQ. FT. BOOTH SIZE _____ x _____ = _____	$1.00 psf	$1.20 psf	
VISQUEEN PROTECTION—PER SQ. FT. BOOTH SIZE _____ x _____ = _____	$0.50 psf	$0.80 psf	

- If no carpet color is selected, show color will be selected by SCS.
- Items cancelled after Discount Price Deadline will receive a 50% refund. No refunds will be granted to any items cancelled at Show Site.
- Signature denotes acceptance of Terms & Conditions.
- Payment authorization is required with all orders. Payment received after discount deadline will be charged at the standard rate.

TOTAL OF ALL ITEMS ORDERED + 7% SALES TAX: $_____

EXHIBIT COMPANY NAME _____ BOOTH # _____

EXHIBITOR ADDRESS _____

CITY/STATE/ZIP _____ EMAIL _____

PHONE _____ EXT. _____ FAX _____

EXHIBITOR SIGNATURE _____ PRINT NAME _____

All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.

CARPET ORDER FORM

2900 Stayton St.
Pittsburgh, PA 15212
P| 412.223.1090
F| 412.223.1094
www.stetsonexpo.com

DISCOUNT DEADLINE:
FRIDAY, OCTOBER 25

Vacuuming of rugs, washing and/or mopping of floor tile, sweeping of booths and emptying of wastebaskets are not included in your space rental for this convention. Cleaning services include booth vacuuming and trash removal. One time only vacuuming services are performed prior to the show opening. Please indicate whether you wish the service once before opening day or daily throughout the show. To ensure your booth is show ready, please order the following cleaning services listed below.

Reminder: Carpets rented and/or installed by Stetson Convention Services include removal of Visqueen prior to show opening. Display Labor charges will apply for removal of Visqueen on carpets not installed by or rented from SCS.

VACUUMING (Please Check)		**DISCOUNT PRICE**	**STANDARD PRICE**
____	Vacuuming Carpet—OPENING DAY ONLY (min. 100 sq. ft.)	$0.45 sq. ft.	$0.55 sq. ft.

Booth size: _____ x _____ = _____ sq. ft. @ _____ x 1 = $ _____

(Ex.) 20' x 20' = 400 sq. ft. | $0.45 sq. ft. | # of Event Days | Total

- Items cancelled after Discount Price Deadline will receive a 50% refund. No refunds will be granted to any items cancelled at Show Site.
- Signature denotes acceptance of Terms & Conditions.
- Payment authorization is required with all orders. Payment received after discount deadline will be charged at the standard rate.

TOTAL OF ALL ITEMS ORDERED + 7% SALES TAX: $_____

EXHIBIT COMPANY NAME _____ BOOTH # _____

EXHIBITOR ADDRESS _____

CITY/STATE/ZIP _____ EMAIL _____

PHONE _____ EXT. _____ FAX _____

EXHIBITOR SIGNATURE _____ PRINT NAME _____

All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.

BOOTH CLEANING ORDER FORM

2900 Stayton St.
Pittsburgh, PA 15212
P| 412.223.1090
F| 412.223.1094
www.stetsonexpo.com

DISCOUNT DEADLINE:
FRIDAY, OCTOBER 25

GREEN PLANTS—RENTAL ONLY

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	BOSTON FERN—TABLE SIZE	$50.00	$60.00	
	GREEN PLANT: 1' - 2' TALL	$50.00	$60.00	
	GREEN PLANT: 2' - 3' TALL	$70.00	$80.00	
	GREEN PLANT: 3' - 5' TALL	$90.00	$100.00	
	GREEN PLANT: 5' - 7' TALL	$110.00	$120.00	

All plants include container. *Exhibitor is responsible for full value of plant if not returned or if returned in a damaged state.*

BLOOMING PLANTS AND FRESH FLORAL ARRANGEMENTS

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	SEASONAL BLOOMING PLANT	$50.00	$60.00	
	TABLE FLOWER ARRANGEMENT - FLAT BACKED	$60.00	$80.00	
	TABLE FLOWER ARRANGEMENT - FULL ROUND	$60.00	$80.00	
	LARGE FLOOR ARRANGEMENT	$95.00	$115.00	

Please list your preferred flower colors: _____
_____
_____

**If not specified, Stetson will choose the best available arrangement.*

Please call Stetson Exhibitor Services at 412.223.1090 if you have requirements other than those listed.

- No refunds will be granted to any items cancelled after Discount Deadline as mot orders have been placed and processed.
- Signature denotes acceptance of Terms & Conditions.
- Payment authorization is required with all orders. Payment received after discount deadline will be charged at the standard rate.

TOTAL OF ALL ITEMS ORDERED + 7% SALES TAX: $_____

EXHIBIT COMPANY NAME _____ BOOTH # _____

EXHIBITOR ADDRESS _____

CITY/STATE/ZIP _____ EMAIL _____

PHONE _____ EXT. _____ FAX _____

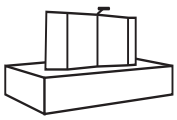
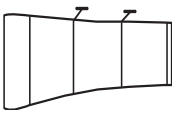
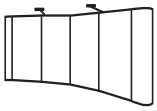
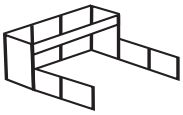
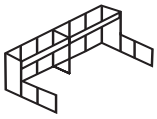
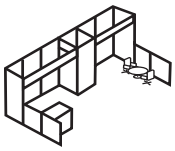
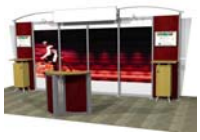
EXHIBITOR SIGNATURE _____ PRINT NAME _____

All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.

FLORAL ORDER FORM

2900 Stayton St.
Pittsburgh, PA 15212
P| 412.223.1090
F| 412.223.1094
www.stetsonexpo.com

DISCOUNT DEADLINE:
FRIDAY, OCTOBER 25

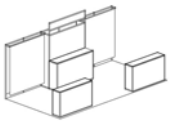
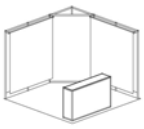
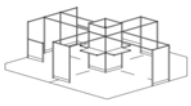
		DISCOUNT PRICE	STANDARD PRICE
☐ 	**SCS 1: Table Top Display** 2 Fabric Panels with End Caps 6' W x 5' H Velcro acceptable	$400.00	$550.00
☐ 	**SCS 2: 8' Fabric Back Wall** 3 Fabric Panels with End Caps 8' W x 7' 8" H Velcro acceptable	$750.00	$950.00
☐ 	**SCS 3: 10' Fabric Back Wall** 4 Fabric Panels with End Caps 10' W x 7' 8" H Velcro acceptable	$1000.00	$1200.00
☐ 	**SCS 4: 10' Hard Wall** (1) White Header Sign (1) 10' x 10' Enviro Carpet	$1300.00	$1500.00
☐ 	**SCS 5: 20' Hard Wall** (1) 5' and (2) 10' Headers (1) 10' x 20' Enviro Carpet	$1800.00	$2200.00
☐ 	**SCS 6: Deluxe Hard Wall** (1) 2M and (1) 10' Headers (1) 10' x 20' Enviro Carpet (1) 1/2M Counter (1) 30" H Pedestal Table (2) Chairs	$2500.00	$3200.00
☐	***SCSEV100** (1) Full Size Banner Graphics (1) Header (1) 10' x 10' Enviro Carpet (1) Bamboo Counter (2) Halogen Lights	$7500.00	$9000.00
☐ 	***SCSEV200** (1) Full Size Banner Graphics (1) Header (1) 10' x 20' Enviro Carpet (2) Bamboo Counters (4) Halogen Lights	$9500.00	$11,500.00

ACCESSORIES	QTY.	DISCOUNT PRICE	STANDARD PRICE
HALOGEN LIGHTS		$50.00	$70.00
SLATWALL		$250.00	$350.00
GRIDWALL		$250.00	$350.00
SHELF: 37"L x 12"W		$70.00	$90.00

HARDWALL AND ENVIRONMENTAL UNITS ONLY

CARPET COLOR	HEADER COLOR
☐ BLUE	☐ BLUE
☐ BLACK	☐ BLACK
☐ GRAY	☐ GRAY
☐ GREEN	☐ RED
☐ RED	
☐ WILLOW	

SCS can design a display for you. Please call Stetson Exhibitor Services to speak to a Display Representative.

*Plasma screen and podiums not included. Additional furnishings available.

TOTAL OF ALL ITEMS ORDERED + 7% SALES TAX: $_____

EXHIBIT COMPANY NAME _____ BOOTH # _____

EXHIBITOR ADDRESS _____

CITY/STATE/ZIP _____ EMAIL _____

PHONE _____ EXT. _____ FAX _____

EXHIBITOR SIGNATURE _____ PRINT NAME _____

All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.

DISPLAY ORDER FORM

2900 Stayton St.
Pittsburgh, PA 15212
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F| 412.223.1094
www.stetsonexpo.com

DISCOUNT DEADLINE:
FRIDAY, OCTOBER 25

SHOWCARDS - 3/16" INCH SINGLE SIDED WITH USE OF EASEL OR CHROME SIGN HOLDER

Please select an environmentally responsible material: ☐ COROPLAST ☐ "GREEN" BIOBOARD

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	7" x 44"	$40.00	$60.00	
	22" x 28"	$90.00	$110.00	
	28" x 44"	$100.00	$120.00	

BANNERS - 13 OZ. VINYL GLOSS SINGLE SIDED WITH GROMMETS EVERY 6 INCHES

Please select an environmentally responsible material: ☐ PVC and resin free

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	BANNER	$20.00 psf	$25.00 psf	
BANNER SPECS: _____ X _____ = _____ X $_____ psf = $_____				

ADDITIONAL GRAPHICS - PLEASE CONTACT STETSON FOR IMPRINT AREA SPECS FOR EACH PRODUCT

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	METERBOARDS W/ FEET (3' W X 8' H) *FOR THE BACK OF YOUR BOOTH	$275.00	$350.00	
	ROLL UP BANNER W/ STAND (2.75'W X 6.5'H) *FOR USE WITHIN YOUR BOOTH & TRAVEL FRIENDLY. DOES NOT INCLUDE CASE.	$350.00	$400.00	
	FLOOR STICKER (LOW ADHESIVE STICKER) *FOR THE ENTRANCE OF YOUR BOOTH	$20.00 psf	$25.00 psf	
STICKER SPECS: _____ X _____ = _____ X $_____ psf = $_____				

ADDITIONAL SERVICES:

QTY	DESCRIPTION	PRICE	TOTAL
	GRAPHIC DESIGN	$50.00 per hour	
	LOGO SCAN	$50.00 per logo	

PLEASE CONTACT US FOR ADDITIONAL CREATIVE OPTIONS TO ENHANCE YOUR BOOTH SPACE

IMPORTANT NOTE:
*Please email print ready artwork to exhibitorservices@stetsonexpo.com.
*Any in-house work needed to prepare non-digital art for production, or to correct digital files to a production ready state, is billed at the Graphic Design Hourly Rate to the right with a one-half (½) hour minimum.

TOTAL OF ALL ITEMS ORDERED + 7% SALES TAX: $_____

EXHIBIT COMPANY NAME _____ BOOTH # _____

EXHIBITOR ADDRESS _____

CITY/STATE/ZIP _____ EMAIL _____

PHONE _____ EXT. _____ FAX _____

EXHIBITOR SIGNATURE _____ PRINT NAME _____

All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.

SIGNAGE ORDER FORM

2900 Stayton St.
Pittsburgh, PA 15212
P| 412.223.1090
F| 412.223.1094
www.stetsonexpo.com

DISCOUNT DEADLINE:
FRIDAY, OCTOBER 25

OPTION 1 - SUPERVISED BY STETSON CONVENTION SERVICES

- For your convenience, Stetson's skilled personnel will unpack and install your company's display prior to the Exhibitor's arrival.
- After the show closing, Stetson will supervise the dismantling and packing, and assist with shipping arrangements.
- 30% of the total labor bill will be added for this service, $45.00 minimum per installation and/or dismantle will apply.
- Information on the following page must be completed if your display is to be received, set and shipped out appropriately.
- Please include detailed instructions and/or shipping instructions.

OPTION 2 - SUPERVISED BY EXHIBITOR REPRESENTATIVE

- Exhibitor Representative must check in to pick up workers at SCS Service Desk at the beginning and end of labor usage.
- Starting time can be guaranteed only when labor is requested at 8:00 am, or at official set up time. For all other start times, check in at the SCS Service Desk one-half (½) hour before requested time of labor.
- If Exhibitor fails to pick up workers at time ordered, a one (1) hour per worker no-show charge will be assessed.
- An exhibitor representative is permitted to work along union for set up and dismantle of booth.

LABOR RATES: 1 hour per worker minimum charge, thereafter 1/2 hour increments		**STANDARD PRICE**
STRAIGHT TIME:	Weekdays 8:00 am to 4:30 pm	$75.00
OVERTIME:	Saturdays and weekdays 4:31 pm to 7:59 am	$112.50
DOUBLE TIME:	All day Sunday and holidays	$150.00

PLACE ORDER HERE: Please estimate the number of workers and hours per worker needed.

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF WORKERS	HOURS PER WORKER	LABOR RATE	TOTAL
						$
						$

Please Indicate Supervision		
Option 1 _____ Supervised by SCS* *next page to be completed	1. TOTAL LABOR ORDERED	$
	2. 30% ($45.00 MINIMUM) SCS SUPERVISION	$
	3. COST FOR ADDITIONAL EQUIPMENT NEEDED (I.E. CARPET TAPE)	$
Option 2 _____ Supervised by Exhibitor	***4. TOTAL ESTIMATED LABOR***	$

- All cancellations must be submitted in writing to SCS at least one (1) business day prior to first day of event move-in. Failure to do so will incur a one (1) hour per worker fee.
- Labor orders placed after discount price deadline date will be filled as work force is available.
- Labor scheduling is done on a first-come, first-serve bases. SCS will do its best to schedule to your requested time.
- Remember that all labor ordered is just an estimate. Invoices will be calculated according to actual hours worked. Please order carefully, a surcharge will be levied for excessive hours ordered and not used.
- An additional $15.00/roll of carpet tape will be added to your carpet installation labor order depending on how many were used.

EXHIBIT COMPANY NAME _____ BOOTH # _____

EXHIBITOR ADDRESS _____

CITY/STATE/ZIP _____ EMAIL _____

PHONE _____ EXT. _____ FAX _____

EXHIBITOR SIGNATURE _____ PRINT NAME _____

All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.

LABOR ORDER FORM

2900 Stayton St.
Pittsburgh, PA 15212
P| 412.223.1090
F| 412.223.1094
www.stetsonexpo.com

DISCOUNT DEADLINE:
FRIDAY, OCTOBER 25

STETSON CONVENTION SERVICES SUPERVISED LABOR

Stetson is committed to providing you with the best possible service and equipment. If you have ordered supervised labor, please complete the following information. Providing accurate information will keep labor cost to a minimum.

INBOUND SHIPPING INFORMATION	CARRIER _____		
FREIGHT WILL BE SHIPPED TO:	Warehouse	Show Site	
EMERGENCY CONTACT NAME _____	**CELL PHONE** _____		
SET-UP INFORMATION			
SET-UP PLANS/PHOTO:	Attached	Sent with Exhibit	In Crate #____
CARPET:	Sent with Exhibit	Shipped Separately	Ordered from Stetson
ELECTRICAL PLACEMENT:	Attached	Sent with Exhibit	Placed under Carpet
• **COMMENTS:**			
GRAPHICS:	Sent with Exhibit	Shipped Separately	
• **COMMENTS:**			
SPECIAL TOOLS OR HARDWARE REQUIRED:			
*Stetson will not be responsible for product or literature that is not properly packed and labeled by exhibit personnel. Additional charges may be incurred when set-up plans or photos are not included and a reset is necessary.			

OUTBOUND SHIPPING INFORMATION	
SHIP TO:	
BILL TO:	

METHOD OF SHIPPING

☐ COMMON CARRIER ☐ VAN LINE ☐ AIR FREIGHT ☐ SHOW CARRIER (ADCOM) CARRIER NAME_____

☐ NEXT DAY ☐ 2ND DAY ☐ DEFERRED/GROUND

☐ PREPAID ☐ COLLECT

EXHIBIT COMPANY NAME _____ BOOTH # _____

EXHIBITOR ADDRESS _____

CITY/STATE/ZIP _____ EMAIL _____

PHONE _____ EXT. _____ FAX _____

EXHIBITOR SIGNATURE _____ PRINT NAME _____

All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.

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EVENT DATES:
NOVEMBER 7-10, 2013

FREIGHT HANDLING & DRAYAGE SERVICES

Stetson Convention Services is the exclusive provider of freight handling services. This should not be confused with the cost to transport your materials to and from the event. Below are the options and explanations to ship your material whether in advance or directly to show site.

ADVANCE SHIPMENTS TO WAREHOUSE:

- Shipments are received at warehouse, unloaded and stored up to 30 days prior to show move-in date
- Shipments are delivered to show site, unloaded and delivered to your booth—first freight on floor
- Empty containers are removed, stored and returned to booth; empty labels are provided
- Reloading of freight for return to your specified destination
- Please include a Bill of Lading with weight, type of merchandise, and piece count
- Certified weight ticket must accompany shipment, hand-written tickets are NOT accepted as certified
- Call if you need to ship oversized material that will require special equipment or handling
- **If your items will be arriving after the deadline, please notify Stetson of the shipment's tracking numbers and piece count to ensure these items will be delivered in time to be loaded**
- Label your freight correctly; labels are included in the manual for your convenience; include your exhibit company name, booth number and the name of the event
- **ADVANTAGES TO SHIPPING IN ADVANCE:**
    - Advance freight is in your booth when you arrive for set up
    - Warehouse accepts freight Monday through Friday, no appointment necessary
    - Freight will be received at the warehouse 3 to 30 days prior to move in (if freight is received after the warehouse deadline date or before opening dates, additional charges will incur)

DIRECT SHIPMENTS TO SHOW SITE:

- Shipments received at event site facility, unloaded from the carrier or exhibitor vehicle, and delivered to exhibitor booth
- Empty containers removed, stored and returned to booth; empty labels provided
- Reloading freight for return to your specified destination
- Please include a Bill of Lading with weight, type of material, and piece count
- Certified weight ticket must accompany shipment, hand-written tickets are NOT accepted as certified
- Call if you need to ship oversized material that will require special equipment or handling
- Label your freight correctly; labels are included in the manual for your convenience; include your exhibit company name, booth number and the name of the event
- Freight will be accepted during exhibitor move-in times; additional charges or possible shipment refusals could occur if material is received outside of these times.

SMALL PACKAGES AND CARTONS TO ADVANCE WAREHOUSE OR SHOW SITE:

- Charges apply per piece, total weight of shipment must be 50 lbs. or less
- Cartons and packages received without documentation will be delivered without guarantee of piece count or condition; special handling fees will apply
- Services provided same as advance and direct shipments

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EVENT DATES:
NOVEMBER 7-10, 2013

EXPLANATION OF FREIGHT HANDLING TERMS

CRATED OR SKIDDED: Material that is skidded or shipped in a container (crate, skid, display case, box), that can be unloaded at the dock with no additional handling required.

UNCRATED: Materials shipped loose or pad wrapped, or unskidded materials with no proper lifting bars or hooks.

SPECIAL HANDLING: Shipments received in such a manner that it requires additional time, labor or equipment to unload, sort or deliver. Please see below for specific definitions:

- NO DOCUMENTATION: Shipments that arrive without a Bill of Lading and/or a certified weight ticket. Hand-written weight tickets are not acceptable. BOL must contain shipper, carrier, origin, piece count and type as well as weights. Van lines (UPS, FedEx, DHL) typically do not include documentation.
- REWEIGH: All shipments are typically reweighed at show site. Bill of Lading weights will be compared to on-site weight tickets to ensure accuracy.
- STACKED SHIPMENTS: Shipments loaded in a way that multiple items are "stacked" in the vehicle or loose items placed on top, which requires items be removed to ground level first.
- GROUND (UN)LOADING: Vehicles that are not at dock level prevent the use of a loading dock. U-Haul's, flat beds, and company vehicles with trailers are included in this category.
- SIDE DOOR (UN)LOADING: See Ground Unloading. Also, shipments packaged in a way that it must be accessed through the side door of the delivery vehicle.
- CONSTRICTED SPACE (UN)LOADING: Trailers loaded tightly (side to side/top to bottom) that shipments are not easily accessible.
- MIXED SHIPMENT: Multiple pieces from multiple exhibitors in one delivery that requires additional labor to sort and separate shipments to deliver correctly to each booth.
- DESIGNATED PIECE (UN)LOADING: Shipments requiring a certain sequence of unloading or loading, reloading after loading to ensure it fits properly or moving around pieces to unload properly.
- CARPET ONLY: Carpet and/or pad require additional labor and equipment to handle.
- ALTERNATE LOCATIONS: Exhibitor freight that must be delivered in more than one area, floor or building.

ADDITIONAL CHARGES

- Early/Late to Warehouse—Freight received before the 30-day window or after the deadline date will incur a 25% surcharge
- Off Target—Freight received outside of designated exhibitor move-in times or target times will incur a 25% surcharge.
- Return to Warehouse—Shipments returned to the warehouse for holding or re-forwarding will be charged $50.00 per day and $50.00 per 100 lbs., with a $150.00 minimum.
- Mobile Rolling Rate—this is a flat rate fee for any vehicle, piano or other item on wheels that enters/exits the exhibit hall with labor assistance (please call for details).

MONEY SAVING TIPS

SMALL PACKAGE SHIPPING WITHOUT DOCUMENTATION

- Express shipments such as FedEx, UPS and DHL are delivered without documentation, such as a Bill of Lading or certified weight ticket. These packages will be delivered to the booth without guarantee of piece count or condition. Shipments received without documentation will be included in the category of Special Handling because of the additional time and labor involved.
- Consolidate small packages to save money. Packages received separately will be billed per receiving event.
  (i.e.) 3 separate shipments: 58 lbs. @ 200 lb. minimum, 62 lbs. @ 200 lb. minimum, 70 lbs. @ 200 lb. minimum
  If all were shipped together: 190 lbs. @ 200 lb. minimum

BENEFITS OF PREFERRED ON-SITE CARRIERS

- Stetson will have at least one preferred carrier on site at the close of your show. They provide all of the necessary paperwork and scheduling to ensure a smooth move out.
- Benefits: Exhibitors will not have to worry about carrier "wait" times and the charges those incur.
  Exhibitors will not have to wait for their carrier to show up.
  Representatives will be on site to answer all questions regarding shipment, delivery and charges.
  Overtime charges can be avoided.

SHIP EARLY

- Shipments arriving late to the warehouse or show site can cost time and money. Ship as early as possible. Our advance warehouse is accepting shipments at least 30 days prior to move in.

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EVENT DATES:
NOVEMBER 7-10, 2013

FREIGHT HANDLING FAQS

WHAT IS THE DIFFERENCE BETWEEN SHIPPING AND FREIGHT HANDLING?

- Shipping is making arrangements with a carrier or courier to transport your exhibit materials to the advanced warehouse or to show site and/or outbound from the show to your specified destination.
- Freight handling is the service provided by Stetson to handle your shipment once it arrives to the advanced warehouse or at show site until it leaves show site. This includes unloading of freight, storing at warehouse, delivery to show (if sent advance) and your booth, storage of empty containers, return of empty containers, handling to dock area, reloading onto carrier.

CAN I CARRY MY OWN MATERIALS IN?

- You are only permitted to carry in what one person can hand carry in one trip without the use of hand trucks or dollies.
- You are not permitted to hand carry through the dock area. Hand carrying applies to front entrance only.

DO I SEND MY SHIPMENT PREPAID OR COLLECT?

- Only prepaid shipments will be accepted. This ensures that transportation charges will be paid by the exhibitor or third party.
- Collect shipments will be returned to the delivering carrier.

HOW DO I ESTIMATE MY COST?

- Freight handling rates apply to each CWT (100 lb. increments) or fraction thereof, and are based on the actual inbound weight. To calculate total pounds of shipment, round up each total shipment weight to the nearest 100 lbs. (ex: 325 lbs. would be rounded to 400 lbs.). Any weight of 51-200 lbs. should be calculated at 200 lb. minimum.

WHAT IS A BILL OF LADING?

- A Bill of Lading is a document that establishes the terms between a shipper and a transportation company. This carrier issued receipt indicates the condition the transported material is received and includes piece count, weight and type of merchandise.
- A certified weight ticket is required to avoid surcharges. A weight ticket that is hand-written is not accepted as certified.

HOW DO I LABEL MY PACKAGES?

- To ensure safe arrival of your material, each item should be properly labeled with the exhibiting company's name, the booth number and the name of the event.
- Labels for Advance to Warehouse or Direct to Show Site are enclosed on the pages following the freight handling order form.

DO I NEED INSURANCE FOR MY SHIPMENT?

- It is highly recommended that your materials are insured from the time they leave your firm until they are returned after the show. Exhibitors are encouraged to arrange all-risk coverage by placing "riders" to your existing polices. Stetson Convention Services is not an insurer. Please visit www.exhibitorinsurance.com for more information.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

- You can pick up empty labels at the Stetson service area to label each of your pieces for empty storage. These labeled pieces will be picked up and stored by the end of move-in hours.
- At the close of the event, empty containers will be returned to booth once aisle carpet has been removed (if applicable). Depending on the size of the show, this could take up to several hours.

HOW DO I SHIP MY MATERIAL AT THE CLOSE OF THE SHOW?

- Shipping information, labels, Bills of Lading and personal assistance are available at the Stetson Service Desk. Each shipment must be properly labeled and have a completed Bill of Lading to ship materials from the show.
- Call your designated carrier with pick-up information and turn the completed Bill of Lading into the Stetson Service Desk to ensure pick up once your exhibit is packed up. Remember to leave ample time for empties to be returned.

WHAT HAPPENS IF MY CARRIER DOES NOT SHOW UP BY THE DESIGNATED TIME?

- Should your carrier fail to pick up or refuse to accept shipment, Stetson reserves the right to reroute to the show carrier or deliver back to the warehouse at the Exhibitor's expense.
- Shipments can be returned to warehouse for holding or re-forwarding until your carrier arrives to pick it up. It will be charged $50.00 per day and $50.00 per 100 lbs., with a $150.00 minimum.

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www.stetsonexpo.com

WAREHOUSE DEADLINE:
FRIDAY, NOVEMBER 1

INBOUND SHIPPING INFORMATION	CARRIER _____	
FREIGHT WILL BE SHIPPED TO:	Warehouse	Show Site
ESTIMATED DATE OF ARRIVAL:		

☐ **ADVANCE TO WAREHOUSE**

	PRICE PER CWT	200 LB. MINIMUM
CRATED OR SKIDDED	$83.75	$167.50
SPECIAL HANDLING	$100.50	$201.00

Shipments must arrive within warehouse receiving dates to avoid 25% surcharge. **If your items will arrive after, please notify us of the tracking numbers and piece count to** ensure they will be delivered in time to be loaded. Roundtrip rates include: unloading of freight, storing at warehouse, delivery to show site and your booth, storage of empties, return of empties, handling to dock area, reloading onto carrier at end of show.

☐ **DIRECT TO SHOW SITE**

	PRICE PER CWT	200 LB. MINIMUM
CRATED OR SKIDDED	$86.25	$172.50
SPECIAL HANDLING	$103.50	$207.00

Shipments must arrive within Exhibitor Move-in times to avoid 25% surcharge or shipment refusal. Roundtrip rates include: unloading of freight, delivery to your booth, storage of empty containers, return of empty containers, handling to dock area, reloading onto carrier at end of show.

☐ **SMALL PACKAGE RATE** — **MAXIMUM WEIGHT PER SHIPMENT IS 50 LBS.**

FIRST CARTON	$65.00
EACH ADDITIONAL CARTON	$35.00

ADDITIONAL SURCHARGES—CHARGES IN ADDITION TO THE ABOVE RATES

☐ **EARLY/LATE TO WAREHOUSE:** ..... **25% OF TOTAL DOLLAR AMOUNT OF SHIPMENT**
☐ **OFF TARGET (OUTSIDE MOVE-IN TIMES):** ..... **25% OF TOTAL DOLLAR AMOUNT OF SHIPMENT**
☐ **OVERTIME (SEE HOURS ON PAGE 4):** ..... **25% OF TOTAL DOLLAR AMOUNT OF SHIPMENT**

DESCRIPTION	**WEIGHT CWT (ROUNDED UP TO NEAREST 100)**	**PRICE PER CWT**	**ESTIMATED TOTAL**
Example: 1 Crate	300 lbs. ÷ 100 = 3	$83.75	$251.25
	÷ 100 =	$	$
	÷ 100 =	$	$
		SUBTOTAL	
ADDITIONAL SURCHARGES	$_____ * _____ % OF SUBTOTAL =		
		TOTAL DUE	

EXHIBIT COMPANY NAME _____ BOOTH # _____

EXHIBITOR ADDRESS _____

CITY/STATE/ZIP _____ EMAIL _____

PHONE _____ EXT. _____ FAX _____

EXHIBITOR SIGNATURE _____ PRINT NAME _____

All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.

FREIGHT HANDLING ESTIMATION FORM

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www.stetsonexpo.com

DISCOUNT DEADLINE:
FRIDAY, OCTOBER 25

SHIPPING INFORMATION AND LABELS

Stetson is committed to providing you with the best possible service and equipment. Please fill out below to have labels and a Bill of Lading pre-filled out for you. An on-site representative must sign off on the Bill of Lading during move-out.

OUTBOUND SHIPPING INFORMATION	
SHIP TO:	
BILL TO:	

METHOD OF SHIPPING
☐ COMMON CARRIER ☐ VAN LINE ☐ AIR FREIGHT ☐ SHOW CARRIER
CARRIER NAME _____ CARRIER PHONE # _____
☐ NEXT DAY ☐ 2ND DAY ☐ DEFERRED
☐ PREPAID ☐ COLLECT

ESTIMATED # OF OUTBOUND PIECES
**please list types of pieces* _____

ESTIMATED TOTAL WEIGHT _____ **LABELS TO BE MADE** _____

SCS will make arrangements for all shipments via our show carrier. Arrangements must be made for all other carriers. Shipments without paperwork (above must be signed on site) will be re-routed onto our show carrier via your expense. Verify piece count, weight and address PRIOR to pick up.

EXHIBIT COMPANY NAME _____ BOOTH # _____

EXHIBITOR ADDRESS _____

CITY/STATE/ZIP _____ EMAIL _____

PHONE _____ EXT. _____ FAX _____

EXHIBITOR SIGNATURE _____ PRINT NAME _____

All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.

RUSH—EXHIBITION FREIGHT

Stetson Convention Services
2900 Stayton St.
Pittsburgh, PA 15212

ADVANCE WAREHOUSE
AMS 2013

Exhibitor _____

Booth # _____

Pieces _____of _____

Must arrive between Oct. 7 - Nov. 1 to avoid surcharge

RUSH—EXHIBITION FREIGHT

Stetson Convention Services
2900 Stayton St.
Pittsburgh, PA 15212

ADVANCE WAREHOUSE
AMS 2013

Exhibitor _____

Booth # _____

Pieces _____of _____

Must arrive between Oct. 7 - Nov. 1 to avoid surcharge

RUSH—EXHIBITION FREIGHT

Stetson Convention Services
2900 Stayton St.
Pittsburgh, PA 15212

ADVANCE WAREHOUSE
AMS 2013

Exhibitor _____

Booth # _____

Pieces _____of _____

Must arrive between Oct. 7 - Nov. 1 to avoid surcharge

RUSH—EXHIBITION FREIGHT

Stetson Convention Services
2900 Stayton St.
Pittsburgh, PA 15212

ADVANCE WAREHOUSE
AMS 2013

Exhibitor _____

Booth # _____

Pieces _____of _____

Must arrive between Oct. 7 - Nov. 1 to avoid surcharge

RUSH—EXHIBITION FREIGHT

Stetson Convention Services
c/o Wyndham Grand Hotel
600 Commonwealth Place
Pittsburgh, PA 15222

DIRECT TO SHOW SITE
AMS 2013

Exhibitor _____

Booth # _____

Pieces _____of _____

Must arrive on Thursday, Nov. 7 to avoid surcharge or shipment refusal

RUSH—EXHIBITION FREIGHT

Stetson Convention Services
c/o Wyndham Grand Hotel
600 Commonwealth Place
Pittsburgh, PA 15222

DIRECT TO SHOW SITE
AMS 2013

Exhibitor _____

Booth # _____

Pieces _____of _____

Must arrive on Thursday, Nov. 7 to avoid surcharge or shipment refusal

RUSH—EXHIBITION FREIGHT

Stetson Convention Services
c/o Wyndham Grand Hotel
600 Commonwealth Place
Pittsburgh, PA 15222

DIRECT TO SHOW SITE
AMS 2013

Exhibitor _____

Booth # _____

Pieces _____of _____

Must arrive on Thursday, Nov. 7 to avoid surcharge or shipment refusal

RUSH—EXHIBITION FREIGHT

Stetson Convention Services
c/o Wyndham Grand Hotel
600 Commonwealth Place
Pittsburgh, PA 15222

DIRECT TO SHOW SITE
AMS 2013

Exhibitor _____

Booth # _____

Pieces _____of _____

Must arrive on Thursday, Nov. 7 to avoid surcharge or shipment refusal

WYNDHAM GRAND
PITTSBURGH DOWNTOWN

ELECTRICAL ORDER FORM FOR PRODUCTION EVENTS

FAX TO: WYNDHAM GRAND PGH DWTN./ENGINEERING DEPARTMENT AT 412-467-3466

(SEE REVERSE SIDE FOR TERMS AND CONDITIONS)

ELECTRICAL OUTLETS Approximately 110 A.C. 60 Cycle

120 VOLTS	QUANTITY	Advance Payment PRICE	On Site PRICE	COST
0 – 500 WATTS (5 AMPS)		50.00	70.00	
500 – 1000 WATTS (10 AMPS)		60.00	80.00	
1001 – 1500 WATTS (15 AMPS)		80.00	90.00	
1501 – 2000 WATTS (20 AMPS)		100.00	120.00	

SPECIAL REQUIREMENTS
Dedicated Circuit
Or 24 Hour Service Required?
Yes No
If yes, double electrical outlet or
Electrical service connection charge.

ELECTRICAL SERVICE CONNECTIONS Approximately 208V A.C. 2000

200 VOLTS SINGLE PHASE				
20 AMPS		105.00	125.00	
30 AMPS		125.00	150.00	
60 AMPS		300.00	400.00	
100 AMPS		500.00	600.00	
200 VOLTS THREE PHASE				
15 AMPS		100.00	115.00	
20 AMPS		120.00	135.00	
30 AMPS		140.00	150.00	
40 AMPS		180.00	200.00	
50 AMPS		200.00	220.00	
60 AMPS		220.00	240.00	
100 AMPS		300.00	350.00	

Rental Rates quoted cover
Any portion of a (7) seven day
Consecutive period.

There is a minimum labor charge of
(1) one hour for hook-up
And (1/2) half hour to dismantle
For special events and 200 Volt service.

RATES FOR HIGHER WATTAGES, VOLT,
OR SPECIAL LIGHTING ON REQUEST
SPECIAL HANGING OR INSTALLATION
DONE ON TIME AND MATERIAL BASES

LIGHTING EQUIPMENT (Including Current Consumed)

150 WATT FLOOD LIGHT		45.00	65.00	
300 WATT FLOOD LIGHT		55.00	75.00	
300 WATT QUARTZ LIGHT		65.00	85.00	

EXTENSION CORDS (Electricity Not Included)

SINGLE OUTLET		17.00		
QUAD OUTLET/POWER STRIP		24.00		

LABOR

ST Mon – Fri 8:00am-4:30pm (Except Holidays)		45.00		
OT Mon-Fri 4:30pm-8:00am (Sat/Sun/ Holidays)		90.00		

SPECIAL INSTRUCTIONS

SHOW CONTACT

TELEPHONE #

❒ Master Card ❒ Visa ❒ AMX ❒ Check

Credit Card # _____

EXP DATE _____

Cardholders Name (Print) _____

Authorized Signature _____

SUBTOTAL $ _____

7% PA SLS TAX_____

TOTAL DUE $_____

CHARGE TO MASTER ACCOUNT

_____

SHOW NAME	NAME OF FACILITY	WYNDHAM GRAND PGH DWTN.
FIRM NAME	SHOW DATES	ROOM/BOOTH#
ADDRESS	TELEPHONE #	
CITY, STATE, ZIP	FAX #	
SIGNATURE	PRINT NAME	

Orders must be received a minimum of 48 hours prior to scheduled event opening for advance payment rates. Orders received less than 48 hours prior to scheduled event opening will be charges at the regular rate.

Electrical Services * Questions/Contact Engineering Department @ 412-594-5113

WYNDHAM GRAND
PITTSBURGH DOWNTOWN

HIGH SPEED INTERNET ACCESS – MEETING ROOMS

I. Contact and Billing Information

Name of your Organization / Group:
Contact Name:
Address:
Phone Number of Contact:
Email Address of Contact:

II. Event Scheduling Information

Room / Location of Event:				
Date(s) of Event:	Start		End	
Time(s) of Event:			Setup / Testing	
	Start of Meeting		End of Meeting	

III. Technical Information

How many computers will your group have connected at the event? :				
What tasks will your group be performing over the connection? :				
VPN		Remote Host Controlling		
Web Browsing		Video Conferencing over an IP		
Streaming Media				
All Connections are DHCP unless Specified				
Will you need a static IP address?	Yes		No	

IV. Pricing and Billing Information

Number of Connections		Price Per Connection	$250.00
Total Price, less 7% Sales Tax			
Master Account Number			
Credit Card Number		Exp. Date	

This form must be completed prior to authorization codes being generated

Completed forms are to be submitted to the IT department at least 48 hours prior to the event

Return completed forms to: Brandon Stewart, Director of Convention Services

Email: bstewart@wyndham.com Fax: 412-467-3415

WYNDHAM GRAND
PITTSBURGH DOWNTOWN

TELECOMMUNICATION SERVICES ORDER FORM

Please email the completed form to bstewart@wyndham.com
Or fax to 412-467-3415

TYPE OF PHONE LINE	QUANTITY	EXPLANATION	COST
DID PHONE LINE		- Guest can receive calls directly, but must dial "9" to call out - Can be used for modem or fax - One-Time installation fee - Daily phone rental applies - All standard usage fees apply to incoming and outgoing calls.	- $225 installation - $35 phone rental - Billed for Usage - 7% Sales tax applies

TYPE OF PHONE	QUANTITY	EXPLANATION	COST
SPEAKER PHONE		- Single line speaker phone	- $75 + 7% tax per day rental - Line installation listed above

GROUP NAME: _____
MEETING NAME: _____
CONTACT NAME: _____
INSTALLATION DATE/TIME: _____
DISMANTLE DATE/TIME: _____
LOCATION: _____
BILLING ADRESS: _____
_____
CONTACT PHONE: _____

CREDIT CARD INFORMATION:

TYPE OF CARD: _____
CARD NUMBER: _____ **EXP DATE:** _____

CASH: _____ **DIRECT BILL:** _____ **CREDIT CARD:** _____

ORGINATOR/DEPARTMENT: **Brandon Stewart / Covnention Services**
Dept/Everyone/Telecommunication

Total with Taxes: _____

Local & Long Distance Calls Additional

WYNDHAM GRAND
PITTSBURGH DOWNTOWN

600 Commonwealth Place
Pittsburgh, PA 15222
Phone: 412.594.2268
Fax: 412.594.2267

PSAV
PRESENTATION SERVICES

EXHIBITOR AUDIO-VISUAL ORDER FORM

Company Name: _____ Today's Date: **/ /** _____

Street: _____ Show Name: _____

Street: _____ Location: _____

City: _____ State: _____ Zip: _____ Booth #: _____

Attn: _____ Date Required: **/ /** Time: **:** AM / PM

Ordered By: _____ Date Finished: / / Time: : AM / PM

email address: _____ On Site Contact: _____

Phone #: _____ Staying At: _____ Room #: _____

ORDER NOW… on-site requests will be handled in the order received

	EQUIPMENT REQUIRED	(Qty) x	(Daily Rate)x	(# of Days) =	Total
	19" Flat Panel LCD Monitor		$95.00		
	21" Flat Panel LCD Monitor		$145.00		
	32" Monitor on floor stand		$250.00		
	42" Plasma Monitor on floor stand		$375.00		
	DVD Player		$75.00		
	Small Powered Speaker		$50.00		
	Personal Computer-Custom Specs		Call for Pricing		
	Laptop Computer		$200.00		
	Flipchart Easel, Pad and Four markers		$50.00		
	Whiteboard 3' X 4', with 3 markers and eraser		$50.00		
	6', 7', or 8' Tripod Screen		$65.00		
	34" or 54" Rollcart w/ dress skirt		$25.00		
	LCD Projector 3200+Lumens		$550.00		
	25' A/C Cord		$6.00		
	Power Strip		$5.00		
	Black Drape per liner foot (8' high)		$15.00 per ft		

COMPLETE PAYMENT MUST ACCOMPANY ORDER.

Circle one: **CHECK ENCLOSED VISA MASTERCARD AMEX**

Credit Card # :_____

Exp. _____/_____

It is understood and agreed that the customer accepts full responsibilty for any loss or damage to the equipment until it is returned to the Lessor. Please see additional terms on rental order.

Authorized signature:_____Date:___/___/___

Sub-Total	
19% Service Charge *(applies to all orders)*	
(equipment & service charge) 7% Tax	
(equipment & service charge) 7% Tax	

Cancellation within 48 hours = 50% of rental, cancellation within 24 hours = 100 % of rental.

Please email to kfrederick@psav.com or fax to 412.594.2267 for confirmation.

REVISED 3/17/2011

WYNDHAM GRAND
PITTSBURGH DOWNTOWN

CREDIT CARD AUTHORIZATION

Guest/Group Name: _____

Arrival & Departure Dates: _____

I irrevocably authorize my credit card to be used for the following services at the Wyndham Grand Pittsburgh Downtown, Pittsburgh PA:

Please Circle One: Direct Billing Guarantee Payment Deposit Only

Check all that apply:

_____ All Group Room, Tax and Associated Charges (including rooms attrition and cancellation)

_____ All Banquet Food and Beverage and Associated Charges (including tax, service charges, and food and beverage attrition and cancellation)

_____ All Master Account and Other Charges

_____ Group Deposit of $_____(Per Contract)

_____ Following Charges Only: _____

Comments:_____

_____

Credit Card Type: _____

Credit Card #:**** **** **** _____ (Last 4 Digits)

3 digit code on back of credit card: _____

Expiration Date:_____

Card Holder:_____
Print name exactly as it appears on card

Company Name:_____

Amount of Charge/Approve:_____

Signature:_____
I warrant and represent that I am authorized to agree that charges for this event are posted to this credit card.

If used for Direct Billing guarantee, please provide: Contact person, Billing Address & Telephone #

_____
Contact Name

_____
Billing Address

_____
City, State Zip

_____
Phone #

Today's Date:_____

If credit card is used as guarantee of payment, an authorization hold for the estimated balance will be put through 30 days prior to program. All invoices are due in accordance with contract terms. After 30 days if payment is not received, credit card will be charged.

FOR HOTEL USE ONLY: Amount Charged $_____ Approval Code _____

Date: _____ Deposit # _____